ND NEW HIRE

Home – Administrative Workforce – Administrative Workforce (GBL) – Use
ND Hire – Add – Personal Data
- ❑ Name History
- ❑ Address History
- ❑ Personal History
- ❑ Identity/Diversity

Job Data
- ❑ Work Location
- ❑ Job Information
- ❑ Job Labor (Not Used)
- ❑ Payroll
- ❑ Salary Plan
- ❑ Compensation

Employment Data
- ❑ Employment Information

Earnings Distribution
- ❑ Job Earnings Distribution

SAVE – NOTE EMPLOYEE ID

Job Data - Employment Data
- ❑ Employment Information (check that service date is first of month)

Workers' Compensation
- ❑ Workers' Compensation

Emergency Contact
- ❑ Contact Address/Phone
- ❑ Other Phone Number

Driver's License Date (optional)

PAYROLL

Home – Compensate Employees – Maintain Payroll Data – Use
- ❑ Direct Deposit (the 'Suppress DDP Advice Print' box should be checked for all employees with access to self service)
- ❑ Employee Tax Distribution (review for correct locality information)
- ❑ Employee Tax Data – add a new row (Federal & State)
- ❑ General Deduction Data – S00901 Sec 125 Admin Fee

COMMITMENT ACCOUNTING

Home – Define Business Rules – Define Commit Accounting (US) – Setup – Department Budget Table

Benefits

(Refer to the training exercises found at the end of the Benefits Administration Manual for more detail)

1. Verify BAS activity (Compensate Employees>Administer Automated Benefits>Use>BAS Activity)

2. Assign Events to a Schedule (Run by NDPERS at least three times daily)

3. Verify schedule and program Assignment (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

4. Prepare Options (Compensate Employees>Administer Automated Benefits>Process> Run Control)

5. Verify Prepare options (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

6. Produce enrollment form(s) Compensate Employees>Administer Automated Benefits>Report>Enrollment Statement

7. Elect Options (Compensate Employees>Administer Automated Benefits>Use>Election Entry)

8. Finalize/enroll (Compensate Employees>Administer Automated Benefits>Process>Run Control)

9. Verify Finalized Event (Compensate Employees>Administer Automated Benefits>Use>Event Status Update or Processing Controls Update)

10. Validate enrollment in Base Benefits (Compensate Employees>Administer Base Benefits>Use>health plans, life, leave plans, etc.) **or by viewing in the Benefits Summary (Pay Dedns)** (Navigation: Home > Compensate Employees > Administer Base Benefits > Inquire>Benefit Summary (Pay Dedns).